



## Hallett Center Event Booking Policy

### A. Commercial and Non-Profit Organizations

1. Half Day (4 hours) is the minimum booking
2. Accepted payment methods include: cash, business or personal check, credit card or with pre-approved billing.
3. Any cancellation of seven (7) days or less may result in loss of deposit

#### Rates:

##### Arena Rental

Commercial: \$700/ daily

Non-Profit 501©3: \$300/ daily

##### Meeting Room

Commercial: \$65/ 4hours \$90/ 8 hours

Non-Profit: \$30/ 4hours \$50/ 8hours

### B. Birthdays, reunions and other private parties.

1. Half Day (4 hours) is the minimum booking
2. One adult is required for every five children in attendance. Participants at the event may purchase a daily use pass at the HCC group rate of \$5.00 to use the facility.
3. No food or beverages may be consumed in locations other than within the party room.
4. Rental fee is due at the time of booking or within 72 hours of the booking to reserve the room.
5. Any cancellation of seven days or less may result in a forfeit of the deposit (room rental fee)
6. Additional fees will be charged for any damages done to the facility (i.e. draperies, walls, tables or other equipment being stored in the room).
7. All personal items and food must be removed from the room immediately following the function, and room returned to its original condition.
8. The Hallett Center reserves the right to refuse rental to any parties due to non-payment, damages, delinquency or other reasons.

#### 9. Taxable Rates:

##### HCC Members:

\$50/ 4 hours plus tax.\*

\$75/ 8 hours plus tax\*

##### Non-Members

\$65/ 4 hours plus tax\*

\$90/ 8 hours plus tax\*

- Plus \$5.00 per child attending when swimming or skating (there will be no charge for the birthday child).

*Please note: there will be no life guard on duty; swimmers do so at their own risk.*

# HALLETT CENTER ROOM RENTAL RULES

## A. Decorating

1. Renters may not drill or nail holes.
2. Renters may not use or remove any component, decoration or equipment without authorization from HCC management.
3. No permanent markings or messages. Use of permanent markers is not permitted.
4. Renters may not use tape or adhesives without specific approval by HCC management.

## B. Set-Up and Break-Down

1. Renters may not set up prior to contracted time unless approved by HCC management.
2. Any electrical or other equipment needs must be address at the time of event booking.
3. Any equipment or food and/or beverages must be removed immediately following the function unless approved at the time of event booking. Failure to remove said property may result in a storage charge.

## C. Function

1. The Hallett Center is a tobacco free zone. No smoking or other tobacco use is permitted on the property.
2. The renter is responsible for providing all appropriate security personnel.
3. The service of alcoholic beverages requires a separate rental agreement, waiver and permit. All agreements must be in place prior to the date of the event.
4. Any permanent damage, willful or accidental destruction of HCC property or to the facility may result in additional charges for resulting repairs and/or replacements.
5. All functions must cease at the agreed upon time.
6. It is the responsibility of the renter to return the room as it was prior to the event. An additional cleaning fee may be charged if warranted.

I have read and understand, the cancellation policy, decorating policy and chaperone requirements. I am aware of the setup and tear down times and I am taking full responsibility to pay for any damages, or neglect to follow the Hallett Community Center has set forth.

X

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Signature of booking contact

Date